

RECEIVING BOARD CHECK LIST

City/Township of _____ Election Date: _____

Precinct # _____

I. POLL BOOK

- Clerk's Preparation Certificate:
 - ☐ Verify that Clerk's Preparation Certificate is completed and signed.
- Election Inspector's Preparation Certificate:
 - ☐ Verify that the Election Inspector's Preparation Certificate was completed and signed by all inspectors present at the opening of the polls.
- Oaths of Office:
 - ☐ Verify the all inspectors present at the opening of the polls subscribed to the Constitutional Oath of Office
 - ☐ Verify that all replacement and "split board" inspectors subscribed to the Constitutional Oath of Office.
 - ☐ Verify that the person who administered each oath signed in the designated area.
- List of Voters Section:
 - ☐ Verify that no lines were skipped and that all "spoiled", "affidavit", "envelope", "challenged" and "AV" ballots are properly noted.
- Write-In Tally:
 - ☐ Verify that write-in votes for "declared" write-in candidates are properly recorded and include the required information, e.g. for a primary – name, office and political party; for a general election – name and office.
 - ☐ Verify that the total number of votes recorded equals the write-in tally.
 - ☐ Verify that a notation was made indicating that no write-in votes were cast, if applicable.
- Challenged Voter Section:
 - ☐ Verify that a complete record of all voter challenges and challenges to procedures are properly documented.
 - ☐ Verify that a notation was made indicating that no challenges were made, if applicable.
- Remarks Section:
 - ☐ Verify that all notations are clearly stated.

- ☐ Verify that notations regarding election worker replacements or departures are documented and include: 1) the name of the inspectors involved 2) the time that each replacement inspector began his or her duties and 3) the time that each inspector departed.
 - ☐ If the ballot container was opened during the course of the election for any reason, verify that this event was fully documented along with the time(s) that the container was opened and the reason.
 - ☐ If the tabulator became inoperable during the course of the election, verify that a complete record of this event was documented and includes: 1) the time that the tabulator was taken out of commission, 2) the total number of ballots counted at that time, 3) the time that the tabulator was returned to service and 4) any other information deemed necessary.
- Certificate of Election Inspectors:
 - ☐ Verify that the number of voters reported equals the number of voters whose names were entered in the List of Voters section of Poll Book. (Include absentee voters, if AV's processed in precinct.)
 - ☐ Verify that the number of ballots tabulated equals number of voters whose names were entered in the List of Voters section of the Poll Book. (Include absentee voters, if AV's processed in precinct.)
 - ☐ Verify that the remaining tasks that are listed at the top of the page were checked.
- Ballot Summary:
 - ☐ Verify that the ballot summary is complete.
 - ☐ Verify that the total reported on line C equals the total reported on line J.
 - ☐ If discrepancies are noted but are not clearly explained in the remarks section, work with the election inspectors to clarify the explanations.
 - ☐ If corrections are required, document the corrective actions taken. All notations must be signed by the inspectors and receiving board members.
- Seal Certification:
 - ☐ Verify that the seal number used to seal the ballot container(s) was recorded and attested to by two election inspectors of different political parties.
 - ☐ Verify that the seal number used to seal the program(s,) if removed from the tabulator and or AutoMARK Voter Assist Terminal, was recorded and attested to by two election inspectors of different political parties.

II. BALLOT CONTAINER

- ☐ Verify that all used and unused ballots were delivered in an Approved Ballot Container. (NOTE: Traditional white canvass ballot bags are not approved for the storage of ballots during the Michigan ballot retention period.)
- ☐ Verify that the container is sealed with an official numbered seal.
- ☐ Verify that the seal is affixed in such a way that a ballot can not be removed or added to the container without breaking the seal or doing damage to the container.
- ☐ Verify that the Ballot Container seal number agrees with the number recorded in the Poll Book and Statement of Votes.

III. BALLOT CONTAINER CERTIFICATE

- ☐ Verify that a Ballot Container Certificate is attached to the seal.
- ☐ Verify that the certificate was dated and signed by two election inspectors of different political party affiliations.
- ☐ Verify that the certificate contains a record of the seal number used to seal the container and that the number agrees with the seal found on the container.
- ☐ If a "dual" seal ballot container was used, verify that both seal numbers are properly recorded and attested to. (NOTE: Depending upon the design of the container, it may be required that the "back" door be permanently sealed and documented by the clerk. In this case the sealing must be attested to by two election officials and dated prior to the date of the election.)

IV. PROGRAM CONTAINER (If the program was removed from the tabulator and/or AutoMARK device)

- ☐ Verify that the program(s) was delivered in an Approved Container.
- ☐ Verify that the container is sealed with an official numbered seal.
- ☐ Verify that the seal is affixed in such a way that a program can not be removed or added to the container without breaking the seal or doing damage to the container.
- ☐ Verify that the container seal number agrees with the number recorded in the Poll Book and Statement of Votes.

V. PROGRAM CONTAINER CERTIFICATE (If the program was removed from the tabulator and/or AutoMARK device)

- ☐ Verify that a Container Certificate is attached to the seal.
- ☐ Verify that the certificate was dated and signed by two election inspectors of different political party affiliations.
- ☐ Verify that the certificate contains a record of the seal number used to seal the container and that the number agrees with the seal found on the container.

VI. STATEMENT OF VOTES - A minimum of 3 copies is required. Verify that each copy contains the following 5 items:

- ☐ Totals Tape signed by all inspectors present at the close of the polls. (NOTE: The Totals Tape attached to the Statement of Votes addressed to the local clerk should contain the “zero” report tape that was generated prior to the opening of the polls. This tape should also be signed by all inspectors who were present prior to the opening of the polls.)
- ☐ Complete text of any proposals that appeared on the ballot.
- ☐ Total number of valid write-in votes received by all “declared” write-in candidates. (NOTE: Entries should reflect names as recorded by voters.)
- ☐ Record of the seal number used to seal the ballot container, attested to by two inspectors of different political party affiliations.
- ☐ Signatures of all inspectors who were present at the close of the polls.

PREPARE #1, #2 and #3 ENVELOPES FOR DELIVERY:

- ☐ **#1 Envelope** – Addressed to the County Clerk containing the following:
 - Poll Book
 - 1 copy of the Statement of Votes
 - Precinct Delegate Statement (even numbered year August Primary only).
- ☐ **#2 Envelope** – Addressed to the County Board of Canvassers/Probate Judge containing the following:
 - 1 copy of the Statement of Votes
- ☐ **#3 Envelope** – Addressed to the Local Clerk containing the following:
 - 1 copy of the Statement of Votes with longest Total Tape (with signed Zero Tape at the top)
 - Applications to Vote (Spindle)
 - Completed Change of Address forms
 - Completed 60-Day Cancellation Authorization forms
 - Completed Voter Registration forms
 - AutoMARK Test Print Ballot
 - Other items as instructed by the clerk

All 3 envelopes must be sealed using a “red paper” seal that is signed and dated by the members of the receiving board.